

Warning Letter for Unapproved Leave Absences

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent unapproved leave absences from [start date] to [end date]. Our records indicate that you did not follow the proper procedure for requesting time off, which is outlined in our employee handbook.

It is important to remind you that unapproved absences can disrupt team workflow and negatively impact our operations. We expect all employees to adhere to our policies regarding leave requests to maintain a productive work environment.

Please take this warning seriously. Continued unapproved absences may result in further disciplinary action, up to and including termination of employment.

We encourage you to speak with your supervisor or the HR department if you have any questions regarding our leave policy or if you feel there are circumstances we should consider.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]